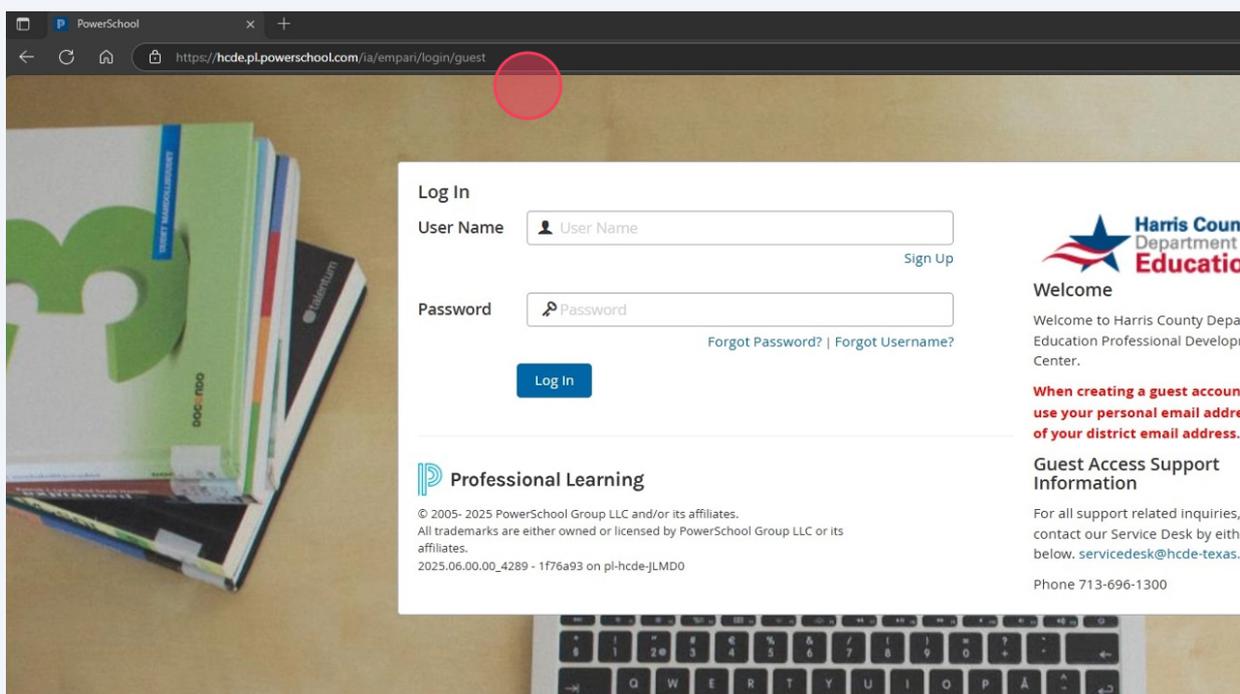


Guest Account Creation & Registration - Presenters & Special Invites for the 2025 Houston Out-of-School Time Conference

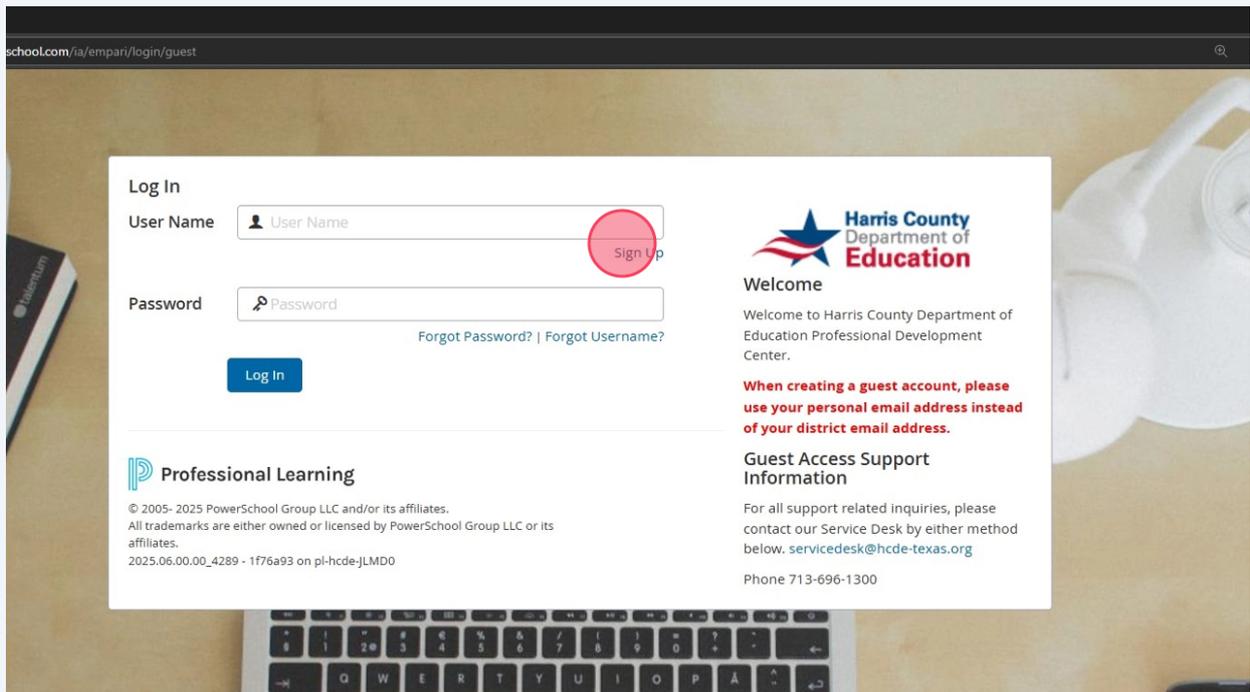
This guide is essential for anyone looking to participate in the 2025 Houston Out-of-School Time Conference as it provides step-by-step instructions for creating a guest account, registering, and handling payments seamlessly. By following these instructions, attendees can ensure a smooth registration process and gain access to valuable resources and networking opportunities in the afterschool sector. Don't miss out on this chance to enhance your professional learning and connect with peers!

Create Guest Account

- 1 Navigate to [HCDE's Professional Learning Guest Account Login Page](https://hcde.pl.powerschool.com/ia/empari/login/guest)



2 Click "Sign Up"



school.com/ia/empari/login/guest

Log In

User Name **Sign Up**

Password

[Forgot Password?](#) | [Forgot Username?](#)

Log In

Harris County Department of Education

Welcome

Welcome to Harris County Department of Education Professional Development Center.

When creating a guest account, please use your personal email address instead of your district email address.

Guest Access Support Information

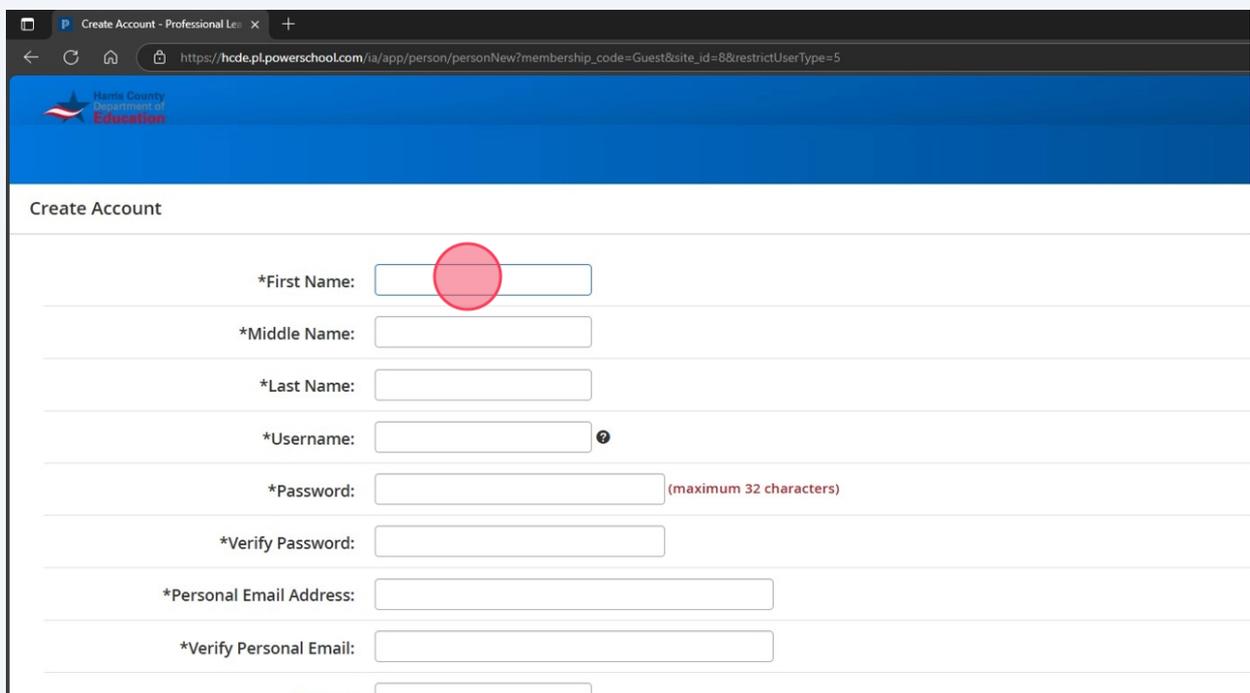
For all support related inquiries, please contact our Service Desk by either method below. [servicedesk@hcde-texas.org](mailto: servicedesk@hcde-texas.org)

Phone 713-696-1300

Professional Learning

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2025.06.00.00_4289 - 1f76a93 on pl-hcde-JLMD0

3 Complete the Guest Account Creation Form



Create Account - Professional Learning

https://hcde.pl.powerschool.com/ia/app/person/personNew?membership_code=Guest&site_id=8&restrictUserType=5

Harris County Department of Education

Create Account

*First Name:

*Middle Name:

*Last Name:

*Username:

*Password: (maximum 32 characters)

*Verify Password:

*Personal Email Address:

*Verify Personal Email:

*Phone:



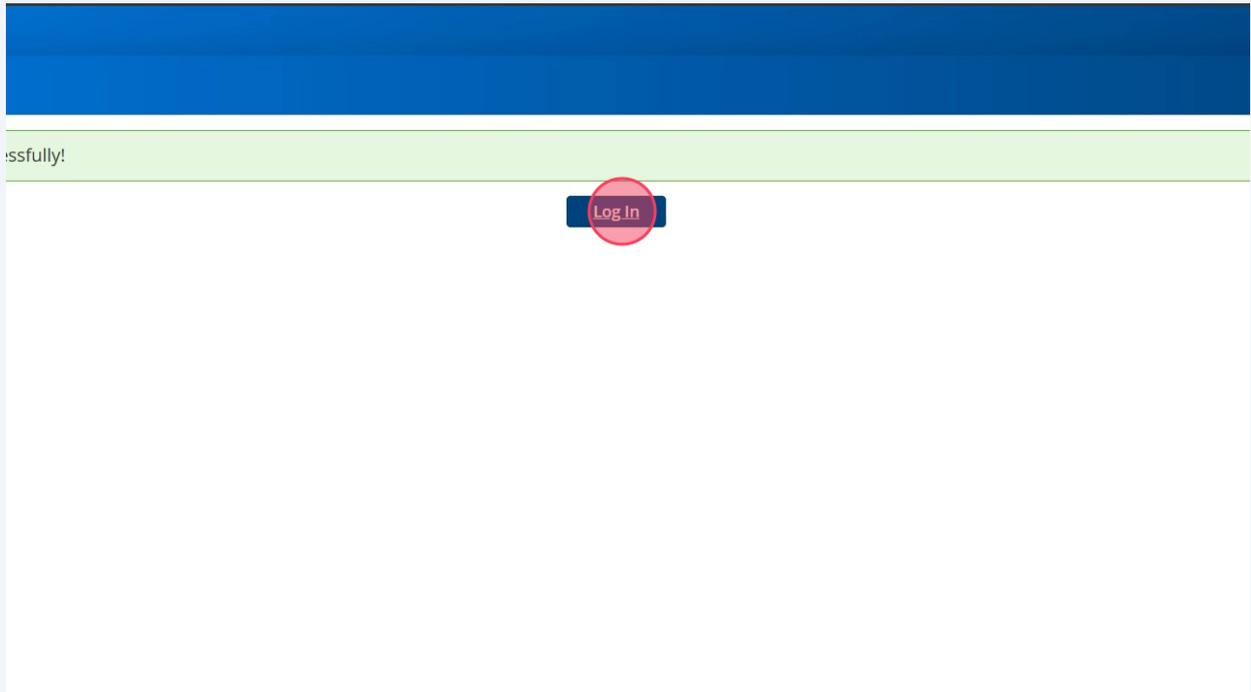
Make sure to remember the **username** and **password** for future reference.

4

Once finished, click "**Create**"

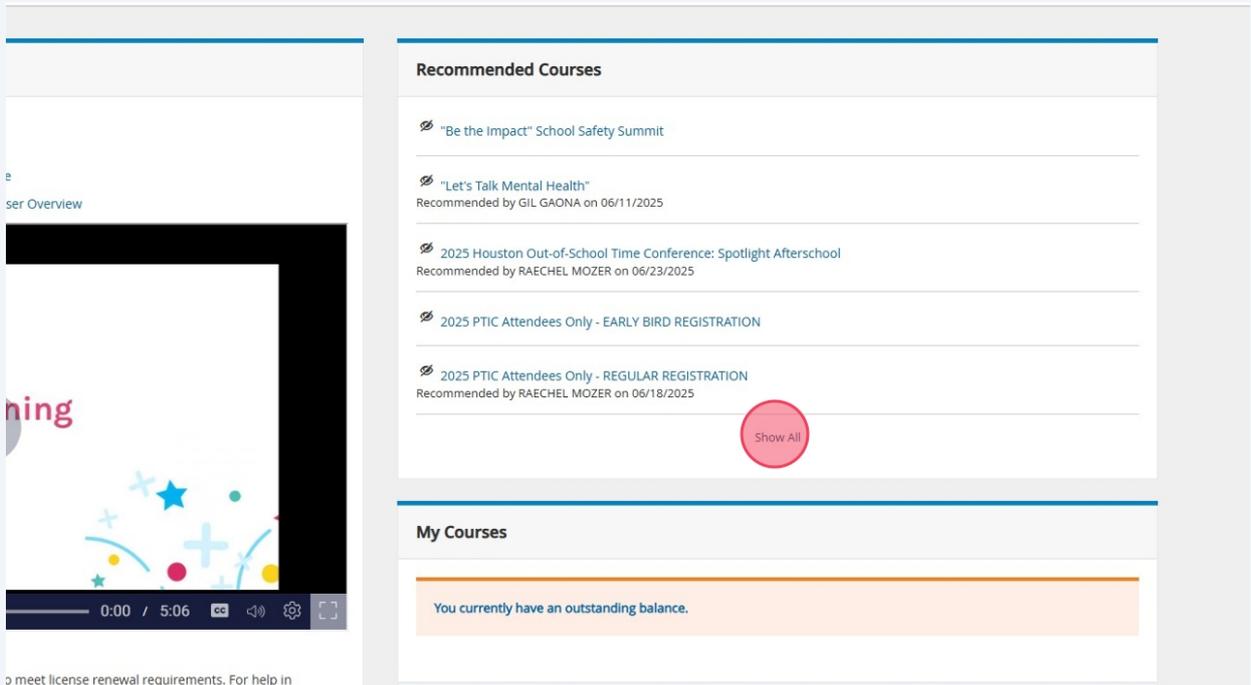
The screenshot shows a registration form with several input fields. The visible text in the fields includes: "ant)", "dents", "gist/Psychologist", "ficers", "ors", "n", "n Teachers", "e Pathologist", "trative Systems", "nts", "port", and "taff". At the bottom right of the form, there are two buttons: "Cancel" and "Create Account". The "Create Account" button is highlighted with a red circle.

5 Click "Log In"



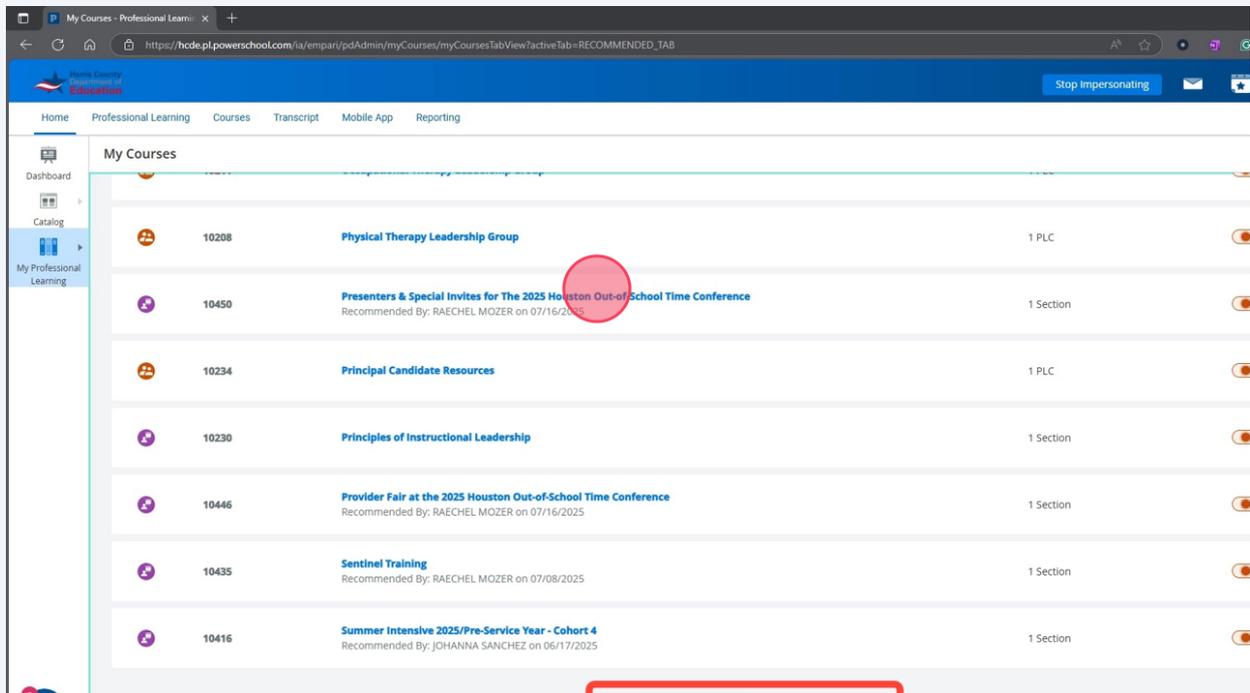
Register for the Event

6 Under the "Recommended Courses" section, click "Show All"



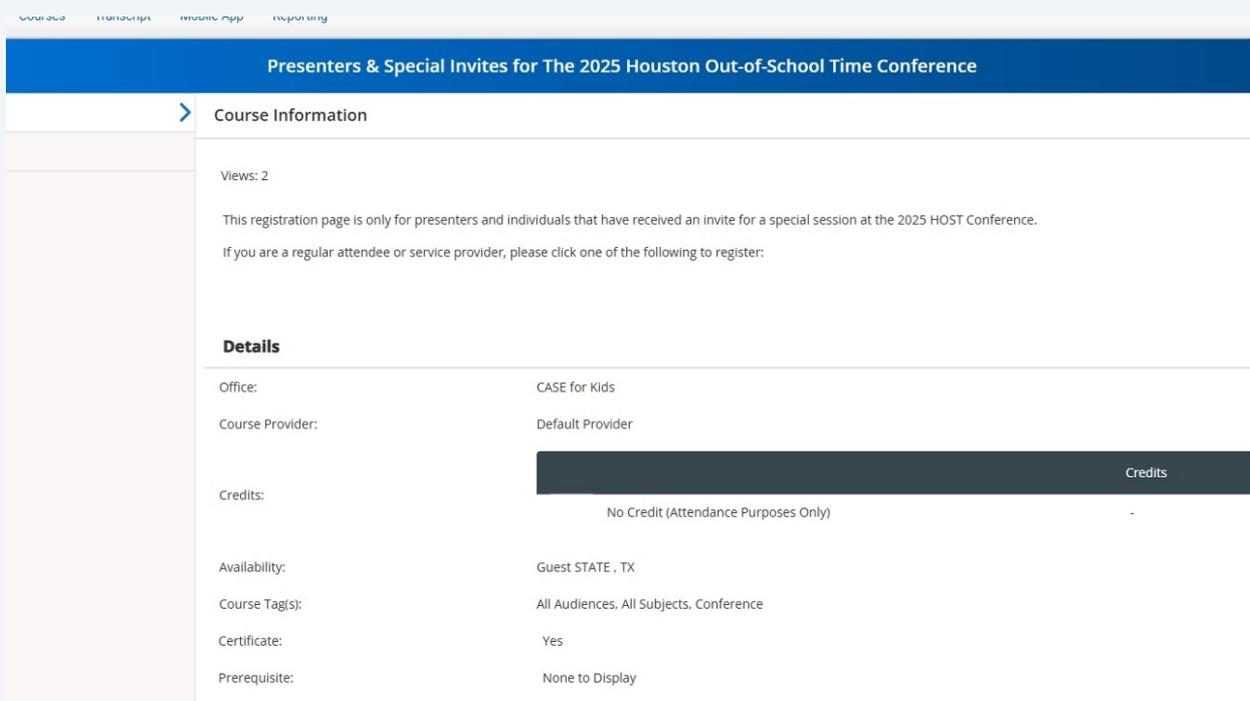
7

Navigate to and click on "Presenters & Special Invites for the 2025 Houston Out-of-School Time Conference"



8

Review the event details on the course information page



9 To register, click "**Sections (1)**"

The screenshot shows the top navigation bar with links for Home, Professional Learning, Courses, Transcript, Mobile App, and Reporting. Below this is a breadcrumb trail: Back to My Courses > Presenters & Special Invites for The 2025 Houston Out-of-School Time Conference. The main content area is split into two columns. The left column is titled 'Course Details' and contains a link for 'Sections (1)', which is circled in red. The right column is titled 'Course Information' and contains the following text: 'Views: 2', 'This registration page is only for presenters and individuals that have received an invite for a special session at the 2025 HOST Confer', and 'If you are a regular attendee or service provider, please click one of the following to register:'. Below this is a 'Details' section with the following information: Office: CASE for Kids; Course Provider: Default Provider; Credits: No Credit (Attendance Purposes Only); Availability: Guest STATE, TX; Course Tag(s): All Audiences, All Subjects, Conference.

10 Click "**Register**"

The screenshot shows the top navigation bar with links for Mobile App and Reporting. Below this is a breadcrumb trail: Presenters & Special Invites for The 2025 Houston Out-of-School Time Conference. The main content area is titled 'Section Information' and contains the following information: '10605 Presenters/Special Invite - 9/26/2025', 'Instructor(s): AUSTEN YORKO', 'September 26, 2025 - September 26, 2025', and 'Seats: 75 left of 75'. A 'Register' button is circled in red.

11 Select "No Credit (Attendance Purposes Only)"

Home Professional Learning Courses Transcript Mobile App Reporting

← Course Catalog Register: 10450 | Presenters & Special Invites for The 2025 Houston Out-o...
10605 | Presenters/Special Invite - 9/26/2025

● Course and Credits
○ Disclaimers
○ Payment Method
○ Payment

Course and Credits

▶ Course Information

▼ Credits

Select credits you plan to receive for this course.

<input type="radio"/> No Credit (Attendance Purposes Only)	\$0.00
--	--------

Additional Fees

There are no applicable additional fees.

12 Click "Next"

saved Stop impersonating

Learning Courses Transcript Mobile App Reporting

Register: 10450 | Presenters & Special Invites for The 2025 Houston Out-o...
10605 | Presenters/Special Invite - 9/26/2025

Course and Credits

▶ Course Information

▼ Credits

Select credits you plan to receive for this course.

<input checked="" type="radio"/> No Credit (Attendance Purposes Only)	\$0.00
---	--------

Additional Fees

There are no applicable additional fees.

Cancel Next

13 Acknowledge the payment disclaimers and click "Next"

Learning Courses Transcript Mobile App Reporting

Register: 10450 | Presenters & Special Invites for The 2025 Houston Out-o...
10605 | Presenters/Special Invite - 9/26/2025

Disclaimers

Payment Policy

Policy on Payment Processing Using Cybersource:
Purpose and Scope: This policy outlines the terms of payment processing for workshop registrations using Cybersource. It applies to all customers completing transactions through our organization's online payment system.
Payment Processing: Our organization has partnered with Cybersource to securely handle all financial transactions for workshop registrations. Cybersource is responsible for securely processing and storing all credit card information as part of their PCI-compliant payment gateway services.
Data Security and Privacy: All payment data is encrypted and managed directly by Cybersource. Our organization does not store or have access to any customer credit card information. By using our payment system, customers agree to Cybersource's terms and conditions and acknowledge Cybersource's role in data security.
Payment Disputes and Refunds: Any questions regarding payment transactions, including disputes and chargebacks, should be initially directed to our customer service team. Refund requests will be processed according to our standard refund policy and may take additional time to reflect due to Cybersource's processing requirements.
Policy Updates: Our organization reserves the right to update this policy as needed to ensure compliance with industry standards and data security regulations. We recommend that customers review this policy regularly to stay informed of any changes.
For additional information about Cybersource's terms and privacy practices, please visit their website.

Payment Disclaimer

Disclaimer: Our organization uses Cybersource to securely process payments for our workshops. By completing your transaction, you acknowledge that you are providing personal information to Cybersource, which will be subject to their privacy policy and terms of service. Our organization does not store your payment details, and any issues regarding payment security should be directed to Cybersource. We are committed to maintaining your privacy and ensuring that your payment information is handled securely.

Previous **Next**

14 Click "Register"

Learning Courses Transcript Mobile App Reporting

Register: 10450 | Presenters & Special Invites for The 2025 Houston Out-o...
10605 | Presenters/Special Invite - 9/26/2025

Payment

i No payment is required. Please click "Register" to complete your registration.

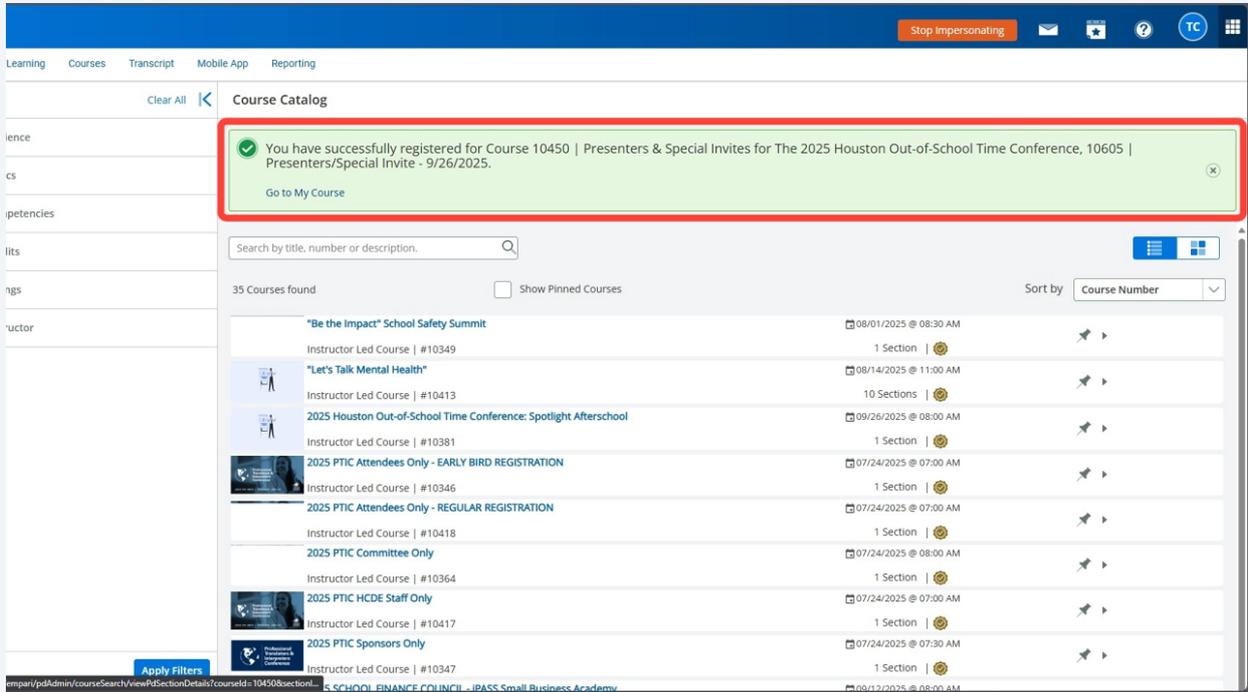
Payment Summary

Item	Amount
Subtotal	\$0.00
Total	\$0.00

Previous **Register**

15

A **confirmation message will appear** after successfully registering for the course or event and a confirmation email will be sent



Review Event Enrollment & Support

16 Click "Go to My Course" to review the event details again

The screenshot shows the 'Course Catalog' page of the Harris County Department of Education. A green notification banner at the top states: 'You have successfully registered for Course 10450 | Presenters & Special Invites - 9/26/2025.' Below the banner is a button labeled 'Go to My Course', which is circled in red. The left sidebar contains navigation options: Dashboard, Catalog, and My Professional Learning. The 'Filters' section on the left lists Audience, Topics, Competencies, Credits, Ratings, and Instructor. The main content area shows a search bar and a list of courses, including 'Be the Impact' School Safety Summit, 'Let's Talk Mental Health', and '2025 Houston Out-of-School Time Conference: Spotlight Afterschool'.

17 Click "Home" to review event enrollment

The screenshot displays the 'Section Information' for the course 'Presenters/Special Invite - 9/26/2025'. The 'Home' button in the top navigation bar is circled in red. The page title is 'Presenters & Special Invites for The 2025 Houston Out-of-School Time Conference'. The section information includes the following details:

Section Information	
10605	Presenters/Special Invite - 9/26/2025 Instructor(s): AUSTEN YORKO September 26, 2025 - September 26, 2025
Section Number:	10605
Section Title:	Presenters/Special Invite - 9/26/2025
Section Notes:	
Start Date:	09/26/2025
End Date:	09/26/2025
Class Times:	Friday, September 26, 2025 09:00 AM - 03:00 PM
Max Class Size:	75
Start of Registration Date:	07/16/2025

18

Review course or event enrollments and details under the "My Courses" channel

Learn Request Quick Start Guide

Professional Learning General User Overview



determine if you are on-track to meet license renewal requirements. For help in earning transcript, please view the Anatomy of the Professional Learning the image below:



You currently have no Required courses.

"Let's Talk Mental Health"

Recommended by GIL GAONA on 06/11/2025

2025 Houston Out-of-School Time Conference: Spotlight Afterschool

Recommended by RAECHEL MOZER on 06/23/2025

2025 PTIC Attendees Only - EARLY BIRD REGISTRATION

2025 PTIC Attendees Only - REGULAR REGISTRATION

Recommended by RAECHEL MOZER on 06/18/2025

Show All

My Courses

You currently have an outstanding balance.

My Learning Opportunities

View All >



Presenters & Special Invites for The 2025 Houston Out-of-School Time Conference

Section: 10605 | Presenters/Special Invite - 9/26/2025

Location: 7145 W Tidwell Rd, Houston, TX 77092

Region 4 E... Show More



My Transcript

Manage And Withdraw From Courses



For **technical assistance**, please contact the **HCDE Service Desk** at **(713) 696 - 1300** or at servicedesk@hcde-texas.org

For **event information**, please contact **Austen Yorko** at **(713) 696-1369** or at austen.yorko@hcde-texas.org